

MILITARY (AGR) VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE KANSAS NATIONAL GUARD 2800 SW TOPEKA BLVD TOPEKA, KS 66611-1287	Date: 4 November 2015	Announcement No: 2016-009
OPEN TO: Current members of the KSARNG and those eligible to become a member of the KSARNG (Nationwide announcement)	Applications will be accepted until: 1500 hrs. 17 November 2015	
POSITION TITLE, SERIES, AND GRADE: TAC Officer, WOCS BN Course Manager O11A/00 , W2-W4	APPOINTMENT FACTORS: See paragraphs below.	
LOCATION OF POSITION: 1 ST BN 235 TH REG (OCS/WOCS), Salina, KS	Minimum Grade Chief Warrant Officer (W2)	Maximum Grade Chief Warrant Officer (W4)

QUALIFICATIONS:

- (1) AGR Soldiers must continue to meet medical standards of chapters 3, 4, or 5 of AR 40- 501 as applicable.
- (2) Applicants must have an AOC O11A/00.
- (3) Limited to Warrant Officer TACs or those eligible to become a WO TAC.
- (4) W2's must have at least two years' Time in Grade.
- (5) This position is branch immaterial.
- (6) Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- (7) This position requires a Secret Security Clearance.
- (8) AGR applicants flagged in SIDPERS for security violation or pending any adverse actions will not be considered for transfer prior to lifting of the flag.
- (9) Must possess a valid state driver's license and be qualified to operate a GSA vehicle.
- (10) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 **prior to the closing of this job announcement and upon selection.**
- (11) **Additional Duty Instructions:** Responsible for Oversight for the completion of WOCS Phase 1 (DL) training and assists in planning and coordination of training Phase II and III. Prepares, reviews and maintains records and documents for the WOCS Battalion and seven companies as required. Conducts Staff Assistance Visits, Accreditation Inspections and other QA processes IAW TRADOC and the Warrant Officer Career College. Provides guidance for the WOCS Battalion and Companies as required. Also provides guidance to the battalion commander and staff on training issues and priorities. Provides over watch in all areas of operation and training for the WOCS support staff. Assist in planning with the battalion staff to maximize efficiency of training and resources. Also serves as 2IC for the OCS/WOCS BN HQ, with required duties and authority. Additional duties as assigned by the BN FT OIC or Commander.
- (12) **TAC Qualification:** Be a CW2, minimum of three years' time in grade, waivable. Complete one of the following: Army Basic Instructor Course (ABIC), Foundation Instructor/Facilitator Course (FIFC), Total Army Instructor Training Course (TAITC) or Battle Focused Instructor Training Course (BFITC) as documented by DA Form 1059. Within one year of completing TAC Officer Certification. Complete the Army Small Group Instructor Training Course (SGITC) as documented by DA Form 1059. Within one year of completing TAC Officer Certification Complete the TAC Officer Certification Course, 5K-F38 (after selection for TAC Officer Duty). Pass the standard Army Physical Fitness Test (80% or above each event).

Selecting Supervisor: LTC Robert Wood at robert.a.wood.mil@mail.mil or (785)274-1903.

POC for duty description: CW4 Michael Smith at michael.w.smith293.mil@mail.mil or (785)274-1903.

APPLICATION INSTRUCTIONS: All applications must be submitted via email to ng.ks.ksarng.list.hro-agr-applications@mail.mil

All Applicants must submit the following forms:

1. NGB Form 34-1, **20131111 Version only**, Application for Active Guard/Reserve (AGR) Position, signed and dated.
2. Officer Biographical Sketch in accordance with NGR 600-100, Appendix H.
3. Officer Record Brief (ORB).
4. Certified copies of all college undergraduate, graduate, and post-graduate transcripts.
5. Personnel Qualification Record (PQR).
6. A current copy of Retirement Point Accounting Management (RPAM) Statement.
7. MEDPROS Individual Medical Readiness Record displaying evidence of: PHA completed within 12 months and HIV testing with-in last 24 months. **MEDPROS IMR Record can be obtained by accessing your AKO / Self Service / My Medical readiness / View Detailed Information (under any of the medical readiness status on right side of the screen) / IMR record (second document under Forms on left side of the screen).**
8. All DD Form 214s
9. Current DA Form 705 (Include DA 3349 if precluded from standard 3 event test) within 6 months for current AGR members.
10. Certified Height/Weight or DA 5500 or 5501 within 6 months of the closing date (May 2013 version only) if exceeds Screening Table Weight
11. OER's - previous 5 DA 67-9 (Officer Evaluation Report).
12. Current valid driver's license.
13. If OCONUS, applicant must provide a valid DSN in the block for OFFICE PHONE
14. NOT REQUIRED (but recommended) an official military DA Photo.
15. NOT REQUIRED (but recommended) documentation supporting applicant's qualifications (i.e. resume).

**** Per ATAG Policy Letter #22, Reassignment of KSARNG Title 32 Active Guard/Reserve (AGR) Soldiers, dated 18 November 2014, Soldiers serving in their initial AGR tour will not be transferred or reassigned before completion of the first 18 months of his/her initial tour. Soldiers who have completed their initial 36 month AGR tour (career AGR status) and have been selected for a new assignment will not compete for lateral AGR positions or be transferred/reassigned from their new position prior to completion of the first 18 months of his/her new assignment. Instructors and Recruiters have a 36 month service obligation. See ATAG Policy Letter #22 for further guidance. **The Deputy Chief of Staff - Army is the approval authority for all exceptions to this policy.****

****If you need an ETP, your ETP request will need to be received by HRO prior to the job announcement closing date.**

*** Ensure that the following information is reflected on the NGB 34-1: Tour Announcement number and current telephone number where you can be reached for an interview. Carefully read and comply with instructions contained on this job announcement so that all required information is included. Sign and date the application.**

**** Please review your application for accuracy prior to submission to HRO. Any documentation missing requires a letter regarding the circumstances. **NOTHING WILL BE ADDED TO THE APPLICATION AFTER THE TIME PROVIDED ON THE CLOSING DATE.** Applications without all required documentation will be returned without consideration. Applications received after the closing date will be returned without consideration.**

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.